

Certified Public Manager (CPM) Project Guidelines

CPM Project Mentors: Nathan Strong and Karen Kuehner

Acceptable Projects Include

- Process improvement of an existing agency work process
- Development and implementation of a new agency work process
- Research leading to recommendations on processes to implement or use

Unacceptable Projects Include

- Developing policies and procedures for existing work processes
- Implementing a process developed by others
- Research papers with no direct application to your work

Format

- Projects should follow the Project Outline provided unless modifications have been approved by your mentor
- Appropriate footnotes or end notes should be provided when other sources are used
- Appendices should be provided as a reference when data gathered is cited in the project
- Projects should be no less than 10, no more than 15, double-spaced typed pages in a 12 point font, excluding appendices (unless other wise approved by your project mentor).
- Project drafts may be submitted electronically, but approved final versions of the project must be submitted in an appropriate binder to Stephanie Duncan in OHR.

Timeline

- Project proposals are due on August 1, 2008. Once reviewed, they will be assigned to a mentor. Please send to Nathan at nstrong@ohr.sc.gov.
- During late August and early September, you will meet with your mentor to discuss your project and receive approval. Two dates (TBA) will be set aside and mentors will be available for 30 minute appointments. If you cannot make it on one of those two days, please contact your mentor and set up an alternate time to meet.
- Project data outlines are due on December 5, 2008. These outlines must include your problem statement and a full description of the data you intend to collect (or have collected) for the project and a discussion of the analyses you plan to conduct on that data.
- Final drafts are due on February 2, 2009.
- Extensions are granted by **written request only**. Your request must also include the signature of your supervisor. All requests will be reviewed on a case-by case basis. If your project has not been **received and approved**, you will **not** be allowed to sit for the final exam.

Project Process Key Dates

May 22, 2008

Project Overview Session

August - early September, 2008

Project proposals due

Assigning of mentors

Individual project meetings

September - November, 2008

Data gathering on projects

Writing of draft outline

December 5, 2008

Data outlines due to mentors

Feedback from mentors to candidates

February 2, 2009

Projects Due

March 11, 2009

Final Project Approval deadline